

4 FAH-3 H-680 CLOSEOUT

(TL:FMP-13; 09-06-2002)

4 FAH-3 H-681 GENERAL

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Grant closeout is the process by which the Department determines that all applicable administrative actions and all required work of the grant have been completed. Grants will be closed upon receipt of the final financial and performance report, and after determination that any other administrative requirements in the grant instrument have been met. In the event a final audit has not been performed prior to the closeout of the grant, the bureau reserves the right to recover appropriate amounts after fully considering the recommendations on disallowed costs resulting from the final audit.

4 FAH-3 H-682 PROCEDURES

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a. The bureaus shall require the recipient to submit, within 90 calendar days after the date of completion of the award, all financial, performance and other reports as required by the terms and conditions of the award. The Department may approve extensions when requested by the recipient.

b. Unless the bureau authorizes an extension, a recipient shall liquidate all obligations incurred under the award not later than 90 calendar days after the funding period or the date of completion.

c. The bureau shall make prompt payments to a recipient for allowable reimbursable costs under the award being closed out.

d. The bureau shall require the recipient to promptly refund any balances of unobligated cash that the Bureau has advanced or paid that is not authorized to be retained by the recipient for use in other projects.

e. Prior to acceptance of the final financial report, all discrepancies shall be reconciled and a copy shall be forwarded to the program office for review or comment.

f. The bureau shall ensure the recipient has met proposed or required cost sharing.

g. The bureau shall deobligate the unliquidated balance of funds from the accounting records.

h. The bureau shall provide the recipient with proper instructions on the disposition of any equipment or furniture acquired with U.S. Government funds as stipulated in the appropriate OMB Circular.

i. Additionally, when closing a PMS grant the following action shall be taken:

(1) Request PMS balance printout;

(2) Compare final amount expended/remaining balance on financial report with PMS print out. These amounts must equal exactly (no rounding). If these amounts do not equal, instruct the grantee to either return excess funds or make a final draw down as necessary; and

(3) Compare the amount the grantee has drawn against what it has reported spending on the most recent Form SF-272, *Federal Cash Transactions Report*. If these figures do not equal one another, the grantee will need to be contacted and instructed to make the necessary adjustments

**4 FAH-3 H-683 THROUGH 4 FAH-3 H-689
UNASSIGNED.**